

Technical Services Department Head For Manitowoc Public Library
Manages technical services department which includes cataloguing, acquisitions and processing. Reports to Library Director

Responsibilities

Supervise technical services staff	Analyses technological advances in cataloguing
Perform or supervises cataloguing	Plans and implements catalogue training for MPL and for MCLS
Oversee bibliographic control of print and electronic resources	Participates in Library management team meetings
Corrects and updates cataloguing	Serve as manager on duty for nights and weekends (as scheduled)
Adheres to national and local catalogue standards	Provides reference service as scheduled
Administers departmental budget	

Knowledge, Skills and Abilities

Knowledge of current cataloguing and acquisition systems	Ability to assume leadership role in department and as management team member
Ability to conduct original cataloguing using standard formats	Ability to supervise and evaluate technical services staff
Ability to facilitate patron negotiation of catalogue	Ability to communicate effectively with staff and public
Knowledge of metadata and descriptive cataloguing services	Willingness to participate in on-going staff development activities
Ability to recommend future needs of technical services	

Working Conditions

Flexible work hours; may include some evening and weekend hours
Office Work Environment
Salary range \$47K to 50K with additional Health Benefits and 4 weeks annual vacation

Qualifications

Master's in Library and Information Studies from an institution accredited by the American Library Association	Knowledge and understanding of the relationship between cataloguing and customer access points
	Experience as a supervisor preferred

Submit Resume by November 13, 2009 to
Cherilyn Stewart
Library Director
Manitowoc Public Library
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